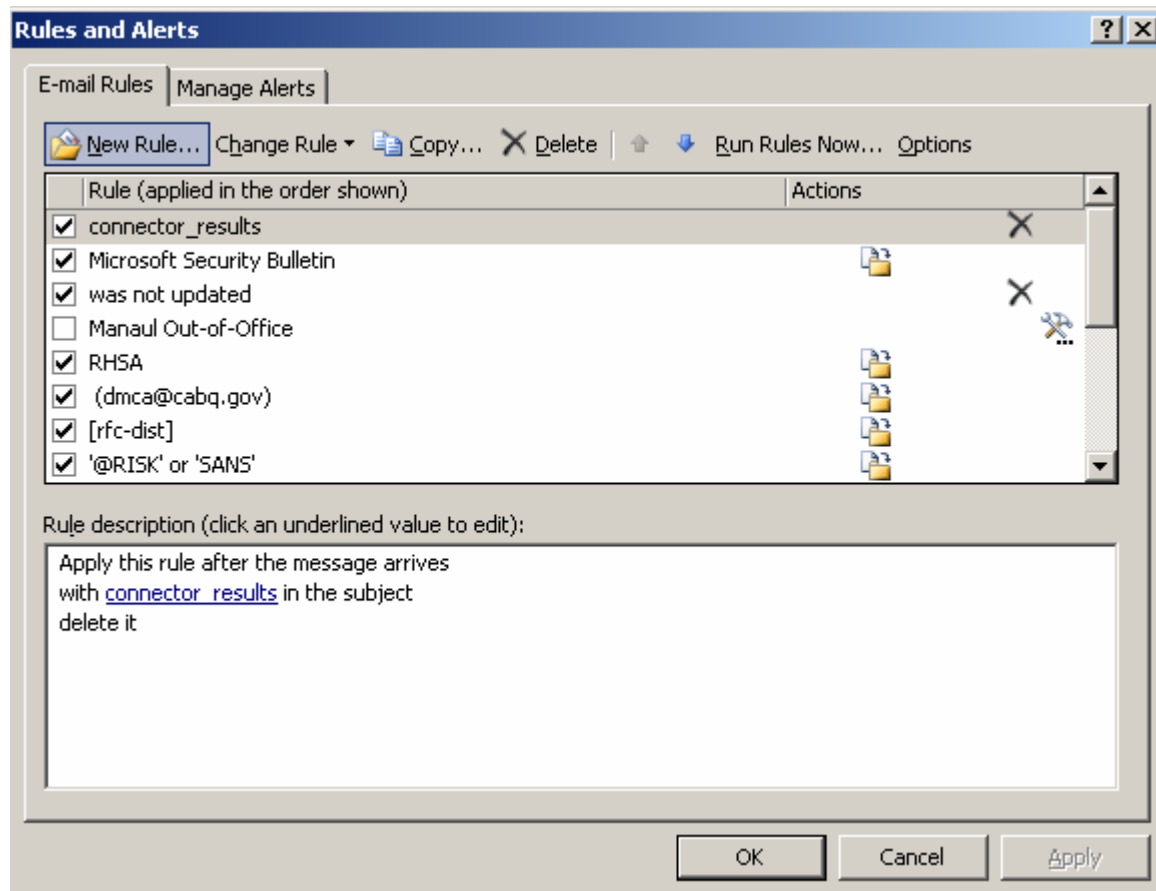


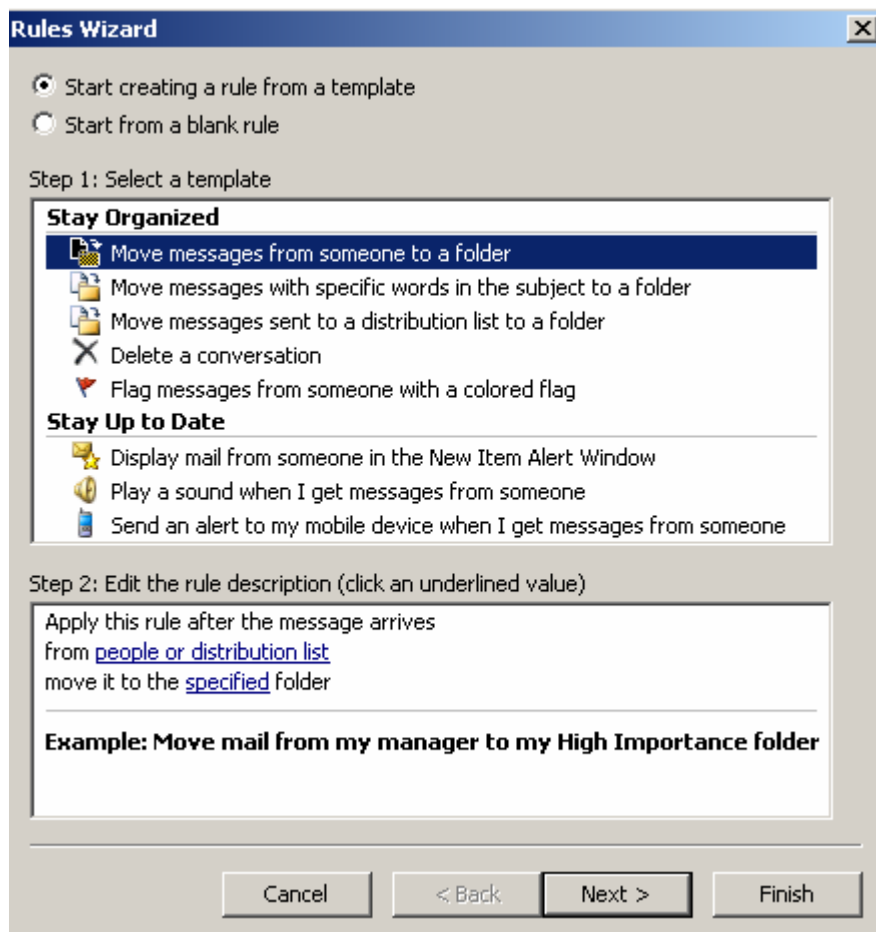
## Adding a local rule to Outlook to block all e-mail from an address

From the Outlook menu, select "Tools" -> "Rules and Alerts."

(unless you've done this before, your "Rule" field will be blank)



Click on "New Rule".



Select "Move messages from someone to a folder" and click Next.

In Step 1, unselect "from people or distribution list," scroll down and select "with specific words in the sender's address."

**Rules Wizard**

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☒ from people or distribution list
- ☐ with specific words in the subject
- ☐ through the specified account
- ☐ sent only to me
- ☐ where my name is in the To box
- ☐ marked as importance
- ☐ marked as sensitivity
- ☐ flagged for action
- ☐ where my name is in the Cc box
- ☐ where my name is in the To or Cc box
- ☐ where my name is not in the To box
- ☐ sent to people or distribution list
- ☐ with specific words in the body

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
from people or distribution list  
move it to the specified folder

Cancel < Back Next > Finish

**Rules Wizard** [X]

Which condition(s) do you want to check?  
Step 1: Select condition(s)

- ☐ where my name is not in the To box
- ☐ sent to [people or distribution list](#)
- ☐ with [specific words](#) in the body
- ☐ with [specific words](#) in the subject or body
- ☐ with [specific words](#) in the message header
- ☐ with [specific words](#) in the recipient's address
- ☒ with [specific words](#) in the sender's address
- ☐ assigned to [category](#) category
- ☐ which is an Out of Office message
- ☐ which has an attachment
- ☐ with a size [in a specific range](#)
- ☐ received [in a specific date span](#)
- ☐ uses the [form name](#) form

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with [specific words](#) in the sender's address  
move it to the [specified](#) folder

Cancel < Back Next > Finish

In Step 2, click on "specific words." Type the address into the empty field and click "Add," then "OK."

The image displays two sequential screenshots of a 'Search Text' dialog box, illustrating the process of adding a specific word to a search list.

**Top Screenshot:**

- Title Bar:** Search Text
- Instruction:** Specify a word or phrase to search for in the sender's address:
- Input Field:** Contains the text "bozo@bozo.com".
- Buttons:** An "Add" button is located to the right of the input field. Below the input field is a "Search list:" label and an empty list box. To the right of the list box is a "Remove" button. At the bottom are "OK" and "Cancel" buttons.

**Bottom Screenshot:**

- Title Bar:** Search Text
- Instruction:** Specify a word or phrase to search for in the sender's address:
- Input Field:** Is now empty.
- Buttons:** The "Add" button remains to the right of the input field. The "Search list:" box now contains the text "bozo@bozo.com". The "Remove" button is still to the right of the list box. The "OK" and "Cancel" buttons are at the bottom.

**Rules Wizard** [X]

Which condition(s) do you want to check?

Step 1: Select condition(s)

- ☐ where my name is not in the To box
- ☐ sent to [people or distribution list](#)
- ☐ with [specific words](#) in the body
- ☐ with [specific words](#) in the subject or body
- ☐ with [specific words](#) in the message header
- ☐ with [specific words](#) in the recipient's address
- ☒ with [specific words](#) in the sender's address
- ☐ assigned to [category](#) category
- ☐ which is an Out of Office message
- ☐ which has an attachment
- ☐ with a size [in a specific range](#)
- ☐ received [in a specific date span](#)
- ☐ uses the [form name](#) form

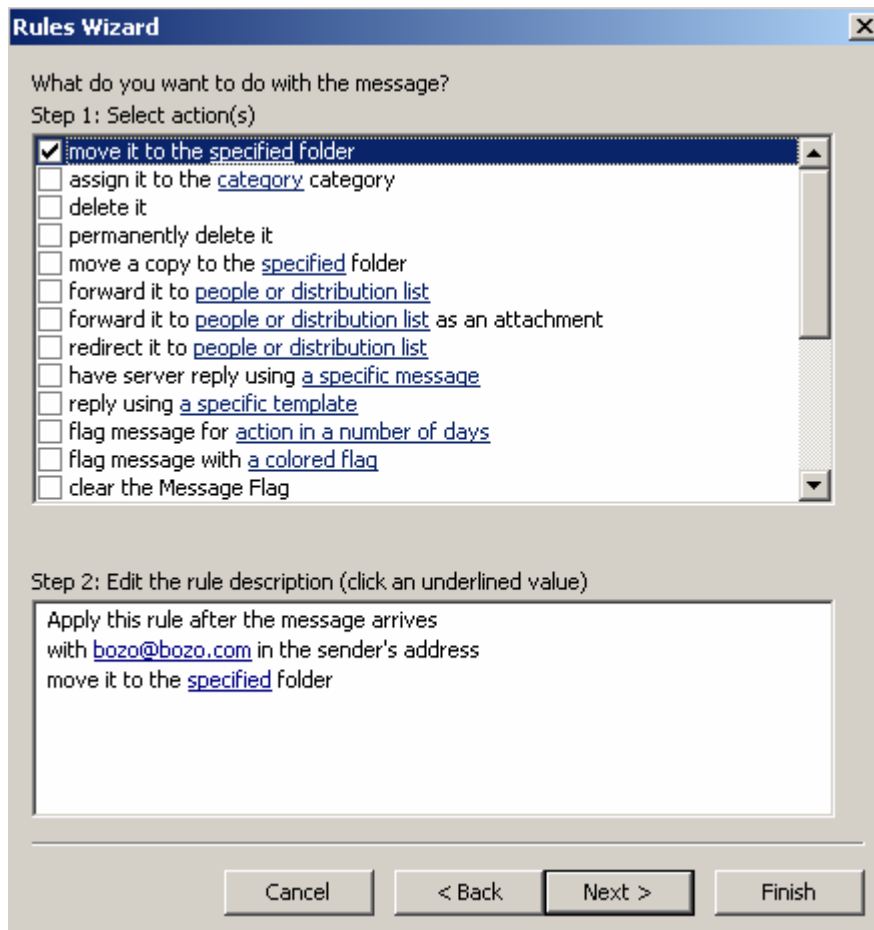
Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with [bozo@bozo.com](#) in the sender's address  
move it to the [specified](#) folder

Cancel < Back Next > Finish

When you see the desired address in the rule description, click "Next."

In Step 1, unselect "move it to the specified folder," scroll down and select "delete it."



**Rules Wizard**

What do you want to do with the message?

Step 1: Select action(s)

- ☒ move it to the specified folder
- ☐ assign it to the category category
- ☐ delete it
- ☐ permanently delete it
- ☐ move a copy to the specified folder
- ☐ forward it to people or distribution list
- ☐ forward it to people or distribution list as an attachment
- ☐ redirect it to people or distribution list
- ☐ have server reply using a specific message
- ☐ reply using a specific template
- ☐ flag message for action in a number of days
- ☐ flag message with a colored flag
- ☐ clear the Message Flag

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with bozo@bozo.com in the sender's address  
move it to the specified folder

Cancel < Back Next > Finish

**Rules Wizard** [X]

What do you want to do with the message?

Step 1: Select action(s)

- ☐ move it to the [specified](#) folder
- ☐ assign it to the [category](#) category
- ☒ delete it
- ☐ permanently delete it
- ☐ move a copy to the [specified](#) folder
- ☐ forward it to [people or distribution list](#)
- ☐ forward it to [people or distribution list](#) as an attachment
- ☐ redirect it to [people or distribution list](#)
- ☐ have server reply using [a specific message](#)
- ☐ reply using [a specific template](#)
- ☐ flag message for [action in a number of days](#)
- ☐ flag message with [a colored flag](#)
- ☐ clear the Message Flag

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with [bozo@bozo.com](#) in the sender's address  
delete it

Cancel < Back Next > Finish

When you see "delete it" in the rule description, click "Next."



**Rules Wizard** [X]

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- ☐ except if from people or distribution list
- ☐ except if the subject contains specific words
- ☐ except through the specified account
- ☐ except if sent only to me
- ☐ except where my name is in the To box
- ☐ except if it is marked as importance
- ☐ except if it is marked as sensitivity
- ☐ except if it is flagged for action
- ☐ except where my name is in the Cc box
- ☐ except if my name is in the To or Cc box
- ☐ except where my name is not in the To box
- ☐ except if sent to people or distribution list
- ☐ except if the body contains specific words

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives  
with bozo@bozo.com in the sender's address  
delete it

Cancel < Back Next > Finish

For no exceptions, click "Next."

**Rules Wizard** [X]

Finish rule setup.

Step 1: Specify a name for this rule

bozo@bozo.com

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☒ Turn on this rule

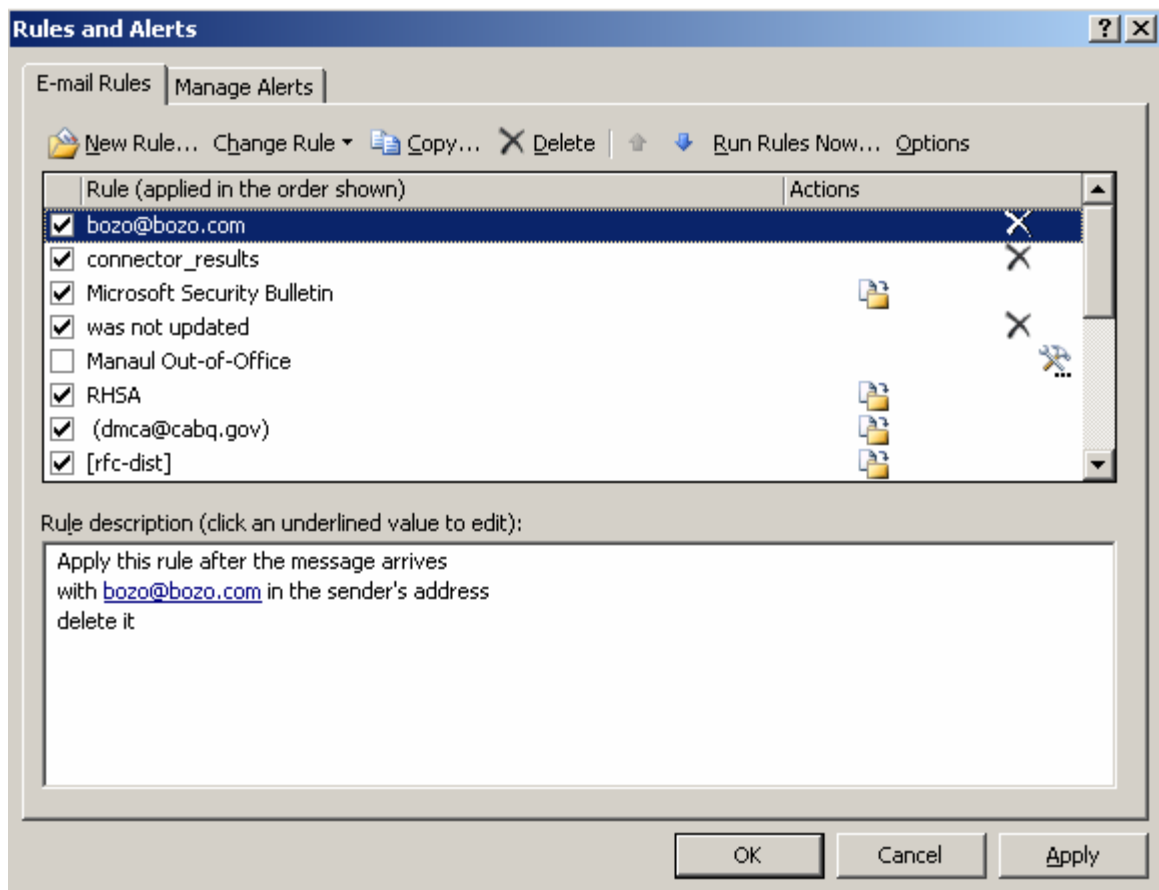
☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after the message arrives  
with bozo@bozo.com in the sender's address  
delete it

Cancel < Back Next > Finish

Give your rule a name (you can accept the default) and click "Finish."



You'll now see your rule in the list.  
You can change it (e.g., add more addresses to block) by clicking on "Change Rule."  
When finished, click "OK" to dismiss the dialog.